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CLASSIFICATION

CONFIDENTIAL

MESSAGE HANDLING INDICATOR

DATE TIME GROUP

STAFF

FBIS

CONF:

INFO: FILE

CONFIDENTIAL

TO: FBIS/OKINAWA 4

REF: FBIS/OKINAWA 10072 4

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1. AGREE THAT YOU WOULD PROBABLY NOT NEED AN ADMINISTRATIVE ASSISTANT IF THE EMBASSY ASSUMES ALL OF YOUR BUREAU'S ADMINISTRATIVE WORK. IF THE EMBASSY DEMANDS AN FBIS NON-STAFF POSITION IN RETURN, IT MIGHT BE PRUDENT TO PROVIDE FOR IT BY CREATING AN ADDITIONAL POSITION ~~IN THE BUREAU WHICH WOULD BE PRUDENT TO PROVIDE FOR THE~~ ~~NEEDS OF THE BUREAU~~ WITH EMBASSY CONCURRENCE. THIS WOULD ENABLE YOU TO RETAIN AN APPROVED POSITION FOR AN ADMINISTRATIVE ASSISTANT OR SECRETARY TO DO THE WORK WHICH WILL IN ALL LIKELIHOOD NOT BE DONE BY THE EMBASSY; E.G., TYPING YOUR UNCLASSIFIED CORRESPONDENCE WITH HEADQUARTERS, RECEPTIONIST AND TELEPHONE ANSWERING, ETC. YOU WOULD PROBABLY NOT FILL THIS POSITION INITIALLY. BUT HAVING THE EXTRA POSITION APPROVED WOULD PROTECT YOU IN EVENT THE EMBASSY'S PERFORMANCE FALLS BELOW REQUIREMENTS, OR YOU NEED AN ADDITIONAL EMPLOYEE IN ANOTHER JOB SPECIALTY. THE LATTER WAY WAS HOW THINGS WORKED OUT FOR US IN AMMAN. 4

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2. THE FOREGOING IS OUR THINKING WITHOUT KNOWING THE EMBASSY'S POSITION. SUGGEST THAT YOU ADVISE US FROM SEOUL ON THE EMBASSY'S ATTITUDE AFTER YOU HAVE TALKED WITH MAURINE CRANE. WE WILL THEN GIVE YOU FURTHER GUIDANCE.. E2, IMPDET H

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